DEPARTMENT OF THE AIR FORCE
436th Mission Support Squadron (AMC)
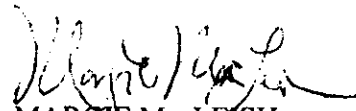Dover Air Force Base, Delaware 19902-6520

29 October 2004

MEMORANDUM FOR ALL SUPERVISORS OF CIVILIAN EMPLOYEES

FROM: 436 MSS/DPC

SUBJECT: Supervisor's Notebook Letter # 52 – Holiday Observances

1. Legal public holidays are codified in 5 USC §6103. Those holidays are New Year's Day; Birthday of Martin Luther King, Jr.; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; and Christmas Day. All **full-time** employees are entitled to a day off with pay in celebration of those holidays as long as they are in a paid duty status either the day before or the day after the holiday. When a holiday falls on a non-workday outside an employee's basic workweek, the day to be treated as the employee's holiday is determined in accordance with 5 USC §6103(b) and (d) and AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances.*

2. Most employees on Dover AFB work a Monday through Friday schedule, making their holiday easily discernible. Questions usually arise regarding the holiday when employees work an uncommon tour of duty. The uncommon tour of duty is defined as having days off other than Saturday and Sunday, e.g., an employee works 5 eight-hour days, Tuesday through Saturday, or 5 eight-hour days, Sunday through Thursday. The attached chart was prepared to assist you in determining the observed holiday for each type of schedule. Please remember that this chart is strictly for those employees who work uncommon tours of duty. It is **not** to be used for employees on an alternative work schedule (flexible or compressed). If you have any questions, please contact your servicing Human Resources Specialist in the Labor and Employee Management Relations Section (436 MSS/DPCE) by calling extension 4645.

MARGIE MacLEISH
Civilian Personnel Officer

Attachment:
Chart For Observed Holidays

CHART FOR OBSERVED HOLIDAYS

When a holiday falls on SUNDAY

EMPL	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Holiday
A	O	H	W	W	W	W	O	MON
B	O	O	H	W	W	W	W	TUES
C	H	O	O	W	W	W	W	SUN
D	H	W	O	O	W	W	W	SUN
E	H	W	W	O	O	W	W	SUN
F	H	W	W	W	O	O	W	SUN
G	H	W	W	W	W	O	O	SUN

When a holiday falls on MONDAY

EMPL	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Holiday
A	O	H	W	W	W	W	O	MON
B	O	O	H	W	W	W	W	TUES
C	H	O	O	W	W	W	W	SUN
D	W	H	O	O	W	W	W	MON
E	W	H	W	O	O	W	W	MON
F	W	H	W	W	O	O	W	MON
G	W	H	W	W	W	O	O	MON

When a holiday falls on TUESDAY

EMPL	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Holiday
A	O	W	H	W	W	W	O	TUES
B	O	O	H	W	W	W	W	TUES
C	W	O	O	H	W	W	W	WED
D	W	H	O	O	W	W	W	MON
E	W	W	H	O	O	W	W	TUES
F	W	W	H	W	O	O	W	TUES
G	W	W	H	W	W	O	O	TUES

LEGEND

In the charts, "W" means workday; "O" means day off; "H" means observed holiday.

Line "A" is normal tour of duty (Sat and Sun regular days off)

Lines "B" through "G" are uncommon tours of duty

TO BE USED FOR EMPLOYEES ON REGULAR AND UNCOMMON TOURS OF DUTY (NOT ALTERNATIVE WORK SCHEDULES)

CHART FOR OBSERVED HOLIDAYS

(continued)

When a holiday falls on WEDNESDAY

EMPL	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Holiday
A	O	W	W	H	W	W	O	WED
B	O	O	W	H	W	W	W	WED
C	W	O	O	H	W	W	W	WED
D	W	W	O	O	H	W	W	THURS
E	W	W	H	O	O	W	W	TUES
F	W	W	W	H	O	O	W	WED
G	W	W	W	H	W	O	O	WED

When a holiday falls on THURSDAY

EMPL	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Holiday
A	O	W	W	W	H	W	O	THURS
B	O	O	W	W	H	W	W	THURS
C	W	O	O	W	H	W	W	THURS
D	W	W	O	O	H	W	W	THURS
E	W	W	W	O	O	H	W	FRI
F	W	W	W	H	O	O	W	WED
G	W	W	W	W	H	O	O	THURS

When a holiday falls on FRIDAY

EMPL	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Holiday
A	O	W	W	W	W	H	O	FRI
B	O	O	W	W	W	H	W	FRI
C	W	O	O	W	W	H	W	FRI
D	W	W	O	O	W	H	W	FRI
E	W	W	W	O	O	H	W	FRI
F	W	W	W	W	O	O	H	SAT
G	W	W	W	W	H	O	O	THURS

When a holiday falls on SATURDAY

EMPL	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Holiday
A	O	W	W	W	W	H	O	O	FRI
B	O	O	W	W	W	W	H	O	SAT
C	W	O	O	W	W	W	H	W	SAT
D	W	W	O	O	W	W	H	W	SAT
E	W	W	W	O	O	W	H	W	SAT
F	W	W	W	W	O	O	H	W	SAT
G	W	W	W	W	W	O	O	H	SUN